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Municipality/Organization: **Town of Maynard**

EPA NPDES Permit Number: **MA 041208**

MaDEP Transmittal Number: **W- 035581**

Annual Report Number & Reporting Period: **No. 1: March 05-March 06**

NPDES PII Small MS4 General Permit

Annual Report
Year 3

Part I. General Information

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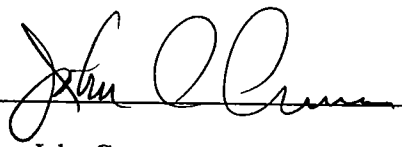
Certification:

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Signature: 

Printed Name: John Curran

Title: Town Administrator

Date: 6-4-07

NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM
PHASE II STORMWATER MANAGEMENT PLAN
2006 ANNUAL REPORT – YEAR 3

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SECTION 1

INTRODUCTION AND BACKGROUND

1.1 INTRODUCTION AND BACKGROUND

In 1990, The United States Environmental Protection Agency (EPA) began implementing a stormwater management program under the National Pollutant Discharge Elimination System (NPDES). This program, known as Phase I of the NPDES stormwater program, was intended to reduce pollution in stormwater discharges for large urban areas with populations of 100,000 or greater.

On December 8, 1999, the Phase II Rule of the NPDES stormwater program was published to address Municipal Separate Storm Sewer Systems (MS4s) within urban areas of populations less than 100,000 that were not addressed under the Phase I program. Objectives of the Phase II rule is for the MS4s to develop, implement and enforce a storm water program designed to reduce the discharge of pollutants to the maximum extent practicable, to protect water quality, and to satisfy the appropriate water quality requirements of the Clean Water Act. In order for an MS4 to meet these objectives, EPA has defined the following six "minimum control measures" that are to be addressed:

1. Public Education and Outreach
2. Public Participation and Involvement
3. Illicit Discharge Detection and Elimination
4. Construction Site Runoff Control Measures
5. Post-Construction Runoff Control Measures
6. Pollution Prevention/Good Housekeeping for Municipal Operations

The intent is for MS4s to address these six minimum control measures by identifying and applying the appropriate Best Management Practices (BMPs) that apply for their community.

On May 1, 2003 the EPA issued the General Permit for Stormwater Discharges from MS4s. The general permit requires that the stormwater program for each MS4 submit an annual evaluation. The following report contains information regarding the activities on the stormwater program for the previous Stormwater Year 3. The report contains the information required in the general permit as follows: (a) Self-Assessment Review of Compliance with the Permit Conditions; (b) Assessment of the Appropriateness of the selected BMPs; (c) Assessment of the Program towards Achieving the Measurable Goals; (d) Summary of the Results of Any Information that has been Collected and Analyzed; (e) Discussion of Activities for the Next Reporting Cycle; (f) Discussion of any Changes in Identified BMPs or Measurable Goals; and (g) Reference any Reliance on another Entity for Achieving any Measurable Goal.

SECTION 2

SELF-ASSESSMENT REVIEW OF COMPLIANCE WITH THE PERMIT CONDITIONS

2.1 SELF-ASSESSMENT REVIEW OF COMPLIANCE WITH THE PERMIT CONDITIONS

The Town of Maynard filed a National Pollutant Discharge Elimination System (NPDES) Phase II Stormwater Management Plan in June 2003. On November 24, 2003, the EPA sent a letter to the town stating that the stormwater program was administratively complete and in compliance with the conditions of the General Permit. The General Permit maintains that the applicant file annual compliance reports. Annual reports were filed for the Town of Maynard for Years 1 and 2, according to the requirements of the General Permit. Subsequent to the Year 2 filing, the Town administration was reconfigured and the annual reporting was not filed in accordance with the schedule set in the General Permit. The Town is currently working to bring the reporting up to date and to gain compliance with the General Permit.

SECTION 3

ASSESSMENT OF THE APPROPRIATENESS OF THE SELECTED BMPS

3.1 ASSESSMENT OF THE APPROPRIATENESS OF THE SELECTED BMPS

Most of the Best Management Practices (BMPs) selected for the stormwater program were appropriate for the Town of Maynard. These BMPs are presented in Section 4.0. The Town made a few updates to their original Stormwater Management Plan (SWMP). Table 3-1 details any revisions to the SWMP or comments on the BMP appropriateness.

TABLE 3.1
SWMP UPDATES AND COMMENTS ON APPROPRIATENESS

BMP ID Number	BMP	BMP Description	Comments on Appropriateness
2.3.1	Public Involvement and Participation	Advertise and hold summit	The annual summit was revised to be an Annual River Cleanup Day. Information about stormwater will be distributed during the Annual River Cleanup Day
3.2.1	Illicit Discharge Detection and Elimination	Regulatory mechanism-draft bylaw	The schedule for the draft bylaw was rescheduled for Year 4
3.3.2	Illicit Discharge Detection and Elimination	Identify procedures for locating areas likely to have illicit discharges and illegal dumping	The outfalls will be inspected for dry weather flows in Year 5 and a reporting program will be initiated
4.1.1	Construction Site Stormwater Runoff Control	Regulatory Mechanism	The drafting of a Town bylaw was revised to be a Year 5 task. This will give the Town Boards a chance to review model bylaws and review the bylaws of surrounding municipalities
5.1.1	Post-Construction Storm Water Management in New Development	Regulatory Mechanism	The drafting of a Town bylaw was revised to be a Year 5 task. This will give the Town Boards a chance to review model bylaws and review the bylaws of surrounding municipalities
6.1.1	Pollution Prevention and Good Housekeeping for Municipal Operations	Municipal Operations	Program controls and record keeping goals were eliminated due to the fact that the entire salt operation was improved, so that every aspect is conducted under the cover of the salt shed

SECTION 4

SUMMARY OF MINIMUM CONTROL MEASURES

4.1 SUMMARY OF MINIMUM CONTROL MEASURES

In order to meet the six control measures required by the EPA, the Town created a Stormwater Management Plan (SWMP) which details stormwater best management practices (BMPs) and measurable goals. The following outlines the progress of the town in achieving the measurable goals for Stormwater Year 3. The annual evaluation of BMPs is also detailed in Attachment A. The annual evaluation also discusses activities for the next reporting cycle, and identifies any changes in the identified BMPs or measurable goals.

4.2 PUBLIC EDUCATION AND OUTREACH

The Town continued to work with the SuAsCo Watershed Community Council (SuAsCo) on public education and outreach. A stormwater flyer was included in the Town's water bills which were mailed to all residents and businesses. A stormwater poster was also displayed in the Town Hall. The Town will continue to work with SuAsCo through the stormwater management program.

4.3 PUBLIC PARTICIPATION AND INVOLVEMENT

SuAsCo is also working with the Town on public participation and involvement. The Town is working with SuAsCo to develop a stormwater photo or poster contest. SuAsCo distributed contest instructions and the Town will be in contact with the schools to implement the contest.

The Town also works with SuAsCo to hold annual canoe trips and an Annual River Cleanup Day. A flyer describing the 2005 Annual River Cleanup Day is included in Attachment B. The Annual River Cleanup Day was held on September 17, 2005, in Stormwater Year 3. Approximately 20-30 people were in attendance. The Maynard Conservation Commission

participated in the event and the Department of Public Works (DPW) removed the waste collected during the Annual River Cleanup Day.

4.4 ILLICIT DISCHARGE DETECTION AND ELIMINATION

4.4.1 Mapping

The entire stormwater system, including outfalls, was mapped by Dufresne-Henry, as a part of the Comprehensive Wastewater Management Plan (CWMP). A copy of the map is included in Attachment C. The mapping of the stormwater system will be included in the Town's GIS system. The Town is also working with their planning board to require developers to pay for GIS updates associated with their development.

4.4.2 Regulatory Mechanism

The Stormwater Management Team (SWMT) and selectman's office have reviewed the Environmental Protection Agency (EPA), Massachusetts Association of Conservation Commissions (MACC) and the Office of the Attorney General's (OAG) models for draft Town bylaws. The Town is working to draft a bylaw which will include procedures for enforcement. Maynard is currently working to review the bylaws of similar towns in the area.

4.4.3 Illicit Discharge Detection and Elimination Plan

The Town conducts several general visual inspections in regards to locating illicit discharges. The Conservation Commission (Con Com) has land stewards for each conservation land. The Organization for the Assabet River (OAR) conducts an Annual River Clean up in which they inspect outfalls along the River. In addition, the Con Com/DPW/BOH all participate in a Town wide Annual River Cleanup Day, and the DPW visually inspects sites when they receive complaints. The Board of Health also conducts monthly drop-offs for household hazardous materials with an Annual program to collect non-household hazardous materials.

The SWMT determined that there is not one specific way to handle all types of illegal discharges. Procedures for identifying and removing a source of an illicit discharge are highly

dependent on the circumstances of the discharge. Each circumstance will be handled on a case by case basis.

4.5 CONSTRUCTION SITE RUNOFF CONTROL MEASURES

4.5.1 Regulatory Mechanism

The Town is reviewing EPA, MACC, and OAG model bylaws for construction and post-construction runoff control measures. The Town is also reviewing the bylaws of similar towns in the area. The Town will work to draft a bylaw for Year 5. The Town is also working to develop a series of Town construction and post-construction policies which will allow for faster development of construction and post-construction runoff policies.

The Con Com determined that construction site erosion control, design standards, and BMPs are incorporated into the NOI process. In addition, the NOI process includes procedures for stormwater management in the site plan review process. The Town is also reviewing procedures for handling instances of non-compliance.

The Building Inspector, Con Com, and DPW conduct construction site inspections. The Town will review procedures to be more active in the site review process and be more involved in incorporating stormwater management into construction in Town. The Town is working to develop a procedure for a pre-construction review of the site's Stormwater Pollution Prevention Plan (SWPPP).

4.6 POST-CONSTRUCTION RUNOFF CONTROL MEASURES

4.6.1 Regulatory Mechanism

The Town is reviewing EPA, MACC, and OAG model bylaws for construction and post-construction runoff control measures. The Town is also reviewing the bylaws of similar towns in the area. The Town will work to draft a bylaw for Year 5. The Town is also working to develop a series of Town construction and post-construction policies which will allow for faster development of construction and post-construction runoff policies.

4.7 POLLUTION PREVENTION/GOOD HOUSEKEEPING

4.7.1 Employee Training

The Town incorporates stormwater training into several of its departments including the Conservation Commission, Fire Department and Department of Public Works (DPW). The fire department is trained in hazardous spill response and will continue to receive annual hazardous material training. The DPW discontinued use of pesticides, so they will no longer will seek a pesticide application license.

4.7.2 Stormwater System Operation and Maintenance

The Town utilizes an outside contractor to track, clean and inspect all of their stormwater structures. The goal is to maintain this program. In addition, the DPW inspects the structural BMPs annually and after each major storm.

The DPW also conducts structural maintenance of the stormwater system. In Year 3, the DPW handled several construction projects associated with the stormwater system. The DPW replaced drain pipe, rebuilt headwalls and rebuilt 15 catch basins.

4.7.3 Parks and Open Space

The goals for the town parks and open space are to continue annual fertilizer application. The DPW no longer conducts pesticide applications. The DPW's goal for Year 5 is to establish a record keeping program for the fertilizer application to track quantities.

4.7.4 Municipal Operations

Municipal operations were evaluated at each site and several improvements were constructed. The DPW installed a series of sediment basins, stone trenches and sediment ponds at the highway garage. The DPW continues to conduct annual street sweeping. The DPW is currently reviewing individual SMWP requirements for municipal operations.

For the salt storage area, program controls and record keeping goals were eliminated due to the fact that the entire salt operation was improved, so that every aspect is conducted under the cover of the salt shed. In early 2004, the fuel lines were inspected and the DPW will review the results. In 2000, the fuels tanks were replaced and sensors detect potential leaks or problems. The sensing equipment is reviewed twice a year. The DPW will continue to inspect their work areas and make improvements as necessary.

SECTION 5

SUMMARY OF RESULTS OF INFORMATION COLLECTED AND ANALYZED

5.1 SUMMARY OF RESULTS OF INFORMATION COLLECTED AND ANALYZED

The Town of Maynard is within the drainage basin of the Assabet River and the watershed basin of the Assabet, Subury and Concord (SuAsCo) Rivers. The Assabet River is consistently monitored by the Organization for the Assabet River and the SuAsCo Watershed Community Council for flow, nutrient levels, and illicit discharges. In addition, the Town of Maynard monitors their wastewater treatment plant, which discharges to the Assabet River, to ensure that the effluent meets discharge limitations. In August 2005, the Town of Maynard received the, "Stream Watch and Water Quality Monitoring Program Final Report – May to September 2004", included in Attachment D. OAR also conducted an aquatic biomass assessment of the Assabet impoundments. This report is included in Attachment E.

SECTION 6

PROGRAM OUTPUTS AND ACCOMPLISHMENTS

6.1 PROGRAM OUTPUTS AND ACCOMPLISHMENTS

The EPA recommends charting program outputs and accomplishments. Providing the EPA with the status of stormwater BMPs allows them to measure the success of the overall Stormwater Management Plan through the reporting period. Table 6-1 includes the status of BMPs associated with mapping and illicit discharges. The Town has completed their stormwater mapping and through Year 3 has not identified any illicit connections.

TABLE 6-1
MAPPING AND ILLICIT DISCHARGES

Stormwater BMP Task	Unit	Status
Outfall mapping complete	(%)	100%
Estimated or actual number of outfalls	(#)	53
System-Wide mapping complete	(%)	100%
Mapping method(s)		
▪ Paper/Mylar	(%)	N/A
▪ CADD	(%)	N/A
▪ GIS	(%)	100%
Outfalls inspected/screened	(# or %)	100%
Illicit discharges identified	(#)	0
Illicit connections removed	(#) (est. gpd)	N/A
% of population on sewer	(%)	98
% of population on septic systems	(%)	2

Table 6-2 includes the status of BMPs associated with operations and maintenance. The Town is actively engaged in the operations and maintenance of their stormwater system. The Town cleans and inspects their system annually. In addition, street sweeping is conducted once a year, and the Town's salt storage shed and associated operations are conducted within a covered storage shed.

TABLE 6-2
OPERATIONS AND MAINTENANCE

Stormwater BMP Task	Unit	Status
Average frequency of catch basin cleaning (non-commercial/non-arterial streets)	(times/yr)	1
Average frequency of catch basin cleaning (commercial/arterial or other critical streets)	(times/yr)	1
Total number of structures cleaned	(#)	900+
Storm drain cleaned	(LF or mi.)	N/A
Qty. of screenings/debris removed from storm sewer infrastructure	(lbs. or tons)	N/A
Disposal or use of sweepings (landfill, POTW, compost, recycle for sand, beneficial use, etc.)		Removed by licensed contractor
Cost of screenings disposal	($)	0
Average frequency of street sweeping (non-commercial/non-arterial streets)	(times/yr)	1
Average frequency of street sweeping (commercial/arterial or other critical streets)	(times/yr)	1
Qty. of sand/debris collected by sweeping	(lbs. or tons)	500 tons
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.)	(location)	N/A
Cost of sweepings disposal	($)	N/A
Vacuum street sweepers purchased/leased	(#)	N/A
Vacuum street sweepers specified in contracts	(y/n)	N/A
Reduction in application on public land of: ("N/A" = never used; "100%" = elimination)		
▪ Fertilizers	(lbs. or %)	2,000 lbs
▪ Herbicides	(lbs. or %)	N/A
▪ Pesticides	(lbs. or %)	N/A
Anti-/De-Icing products and ratios	% NaCl % $CaCl_2$ % $MgCl_2$ % CMA % Kac % KCl % Sand	20 0 0 0 0 0 80
Pre-wetting techniques utilized	(y/n)	N
Manual control spreaders used	(y/n)	Y
Automatic or Zero-velocity spreaders used	(y/n)	N/A
Estimated net reduction in typical year salt application	(lbs. or %)	N/A
Salt pile(s) covered in storage shed(s)	(y/n)	Y
Storage shed(s) in design or under construction	(y/n)	Existing

SECTION 7

REFERENCE ANY RELIANCE ON ANOTHER ENTITY FOR ACHIEVING ANY MEASURABLE GOAL

7.1 REFERENCE ANY RELIANCE ON ANOTHER ENTITY FOR ACHIEVING ANY MEASURABLE GOAL

The Town of Maynard relies on several outside entities to help with their stormwater management.

- *Consultants* - The town is working with Wright-Pierce on their stormwater management program. In addition, the town is working with Stantec/Dufresne-Henry on their Comprehensive Wastewater Management Plan (CWMP). As a part of the CWMP, Stantec/Dufresne-Henry is mapping the Town's stormwater system.

- *Educators* - The town is working with the SuAsCo Watershed Community Council on public education and participation.

- *Outside Contractor* – The Town continues to use an outside contractor to track, clean and inspect all stormwater structures.

APPENDIX A
MAYNARD ANNUAL EVALUATION

MAYNARD, MASSACHUSETTS
NPDES PHASE II STORMWATER MANAGEMENT PLAN
YEAR 3 ANNUAL EVALUATION OF MINIMUM CONTROL MEASURES

	BMP Category in Notice of Intent (NOI)	BMP	Department Responsible for Implementing BMP	Measurable Goals	3rd Year Goals	Progress on Goal(s) - Year 3	4th Year Goals	Revisions or Additions
1.0 Public Education and Outreach								
1.1.1	Homeowner Focus	Mail educational flyer with stormwater survey	SuAsCo Council and Stormwater Management Team (SWMT)	Flyer distribution Compile and evaluate survey results				
1.2.1	Student Focus	Teach stormwater lesson to fifth grader students	SuAsCo Council and Stormwater Management Team (SWMT)	Prepare and implement lesson				
1.3.1	Business Focus	Mail educational flyer with stormwater survey	SuAsCo Council and Stormwater Management Team (SWMT)	Flyer distribution	Mail Flyer	Mailed Flyers with water bills (Stormwater Matters)		
1.4.1	General Public Focus	Hold a stormwater media campaign	SuAsCo Council and Stormwater Management Team (SWMT)	4 press releases			Develop and implement press releases utilizing newspapers, radio, and cable	
1.4.2	General Public Focus	Show a stormwater video on a local cable station	SuAsCo Council and Stormwater Management Team (SWMT)	Develop and air stormwater video				
2.0 Public Involvement and Participation								
2.1.1	Homeowner Focus	Circulate stormwater traveling display	SuAsCo Council	Develop display feature at 3 locations				
2.2.1	Student Focus	Poster contest for fifth graders	SuAsCo Council and Stormwater Management Team (SWMT)	Hold poster contest				
2.2.2		Photo contest for high school students	SuAsCo Council and Stormwater Management Team (SWMT)	Hold photo contest	Hold Photo Contest	SuAsCo delivered contest rules & flyers		
2.3.1	General Public Focus	Hold a local stormwater summit	SuAsCo Council and Stormwater Management Team (SWMT)	Advertise and hold summit			Advertise and Hold Summit	Assabet River Clean up Day - late Summer/Fall with SuAsCo Approx 20-30 people in attendance This event will be held annually
2.3.2		Hold a watershed-wide stormwater summit	SuAsCo Council and Stormwater Management Team (SWMT)	Advertise and hold summit				

MAYNARD, MASSACHUSETTS
NPDES PHASE II STORMWATER MANAGEMENT PLAN
YEAR 3 ANNUAL EVALUATION OF MINIMUM CONTROL MEASURES

	BMP Category in Notice of Intent (NOI)	BMP	Department Responsible for Implementing BMP	Measurable Goals	3rd Year Goals	Progress on Goal(s) - Year 3	4th Year Goals	Revisions or Additions
3.0	**Illicit Discharge Detection and Elimination**							
3.1.1	Stormwater System Mapping	Map outfalls	DPW	Field Check GIS Map Locations of outfalls	Field Check 50% Outfalls			100% of the outfalls will be field checked in Year 5
3.1.2		Map storm sewer system	DPW	Build GIS system map for stormwater planning, illicit discharge program, tracki system, and maintenance pr	Develop GIS system map for storm	GIS map of storm sewer system is 100% complete		
3.1.3		Map structural BMPs (i.e. detention basins, water quality inlets, Etc.)	DPW	Percentage of total structures			Identify Structures	BMP structures will be identified and included in the GIS system in Year 4
3.1.4		Develop regulations to have developers pay Town's cost for GIS update caused by their development	Planning Board	Consider options and implement recommendations for Planning Board Regulations revisions			Draft and adopt recommended Planning Board Regulations	
3.1.5		Maintain GIS storm sewer system map	DPW	Update storm sewer system GIS map annually	Annual update	Storm sewer updates are included in the GIS system annually	Annual update	
3.2.1	Regulatory Mechanism	Develop Town bylaw prohibiting illegal non-storm water discharges into storm sewer system	Selectmen's Office/SWMT	Review existing policy and implement recommendations for regulatory revisions	Draft Town bylaw	The SWMT and selectman's office has reviewed the EPA, MACC and OAG models for draft bylaws	Draft Town bylaw	The schedule for the draft bylaw was rescheduled for Year 4
3.2.2		Develop enforcement procedures for non-storm water discharges, including illegal dumping	Selectmen's Office/SWMT	Development of enforcement procedures	Draft procedures	The Town bylaw will include procedures for enforcement		Procedures for enforcement will be included in the bylaw
3.3.1	Illicit Discharge Detection and Elimination Plan	Organize Stormwater Management Team (SWMT) to monitor the Town's compliance with the permit requirements	Selectmen's Office	Meetings held	Conduct Meetings		Conduct Meetings	
3.3.2		Identify procedures for locating areas likely to have illicit discharges, and illegal dumping	SWMT/DPW	Inspect outfalls for dry weather flows	Develop a system for record keeping	The DPW receives complaints and then visually inspects sites In addition, the Town conducts several general visual inspections The Conservation Commission has land stewards for the conservation lands The Organization for the Assabet River conducts an Annual River Clean up The Con Com/DPW/BOH all participate in a Townwide Annual Clean Up		The outfalls will be inspected for dry weather flows in Year 5 and a reporting program will be initiated
3.3.3		Develop procedures to identify the source of an illicit discharge	SWMT	Final Procedures Adopted	Draft Procedures	Procedures for Identifying and Removing a source of an illicit discharge are highly dependent on the circumstances of the discharge This will be handled on a case by case basis		
3.3.4		Develop procedures for removing the source of the illicit discharge	SWMT	Final Procedures Adopted	Draft Procedures	Procedures for identifying and removing a source of an illicit discharge are highly dependent on the circumstances of the discharge This will be handled on a case by case basis		
3.3.5		Develop procedures for program evaluation and assessment	SWMT	Annual Report	Establish format for report, prepare report	The procedures for program evaluation and assessment will be incorporated in to the Town bylaw prohibiting non stormwater discharges	Prepare report as required	
3.4.1	Educational Outreach	Identify measures to inform public employees, business, and general public of hazards with illegal discharges	SuAsCo Council and SWMT	Information materials distributed	Finalize Town Bylaw	A brochure was distributed through Town hall on the hazards of illegal discharges		
3.5.1	Allowable Non-stormwater Discharges	Determine if any of the EPA listed non-stormwater flows need to be addressed by the Illicit discharge program	SWMT	Decision made and if necessary addressed by the Illicit discharge program	Review of the non-stormwater flows to determine if any are considered a significant contributor of pollutants to the Town	The non stormwater flows will be reviewed after the bylaw is incorporated and the stormwater system map is complete		The non stormwater flows will be reviewed after the bylaw is incorporated and the stormwater system map is complete
3.6.1	Waste Disposal Programs	Hazardous Waste Management and Drop-off Program	Board of Health	Conduct Annually	Implement hazardous waste management and drop-off program	There is a monthly drop off date for some hazardous materials and others are accepted at the Annual Hazardous Water Drop Off event The details are outlined in a mailing from the BOH	Implement hazardous waste management and drop-off program	There is a monthly drop off date for some hazardous materials and others are accepted at the Annual Hazardous Water Drop Off event The details are outlined in a mailing from the BOH

MAYNARD, MASSACHUSETTS
NPDES PHASE II STORMWATER MANAGEMENT PLAN
YEAR 3 ANNUAL EVALUATION OF MINIMUM CONTROL MEASURES

BMP Category in Notice of Intent (NOI)		BMP	Department Responsible for Implementing BMP	Measurable Goals	3rd Year Goals	Progress on Goal(s) - Year 3	4th Year Goals	Revisions or Additions
4.0 Construction Site Storm Water Runoff Control								
4.1.1	Regulatory Mechanism	Develop and implement Town bylaws regulating erosion and sediment control for construction sites utilizing appropriate BMPs	SWMT	Implement Town bylaws	Finalize Bylaw	Reviewed EPA, MACC and OAG models	Finalize Bylaw	The drafting of a Town Bylaw was revised to be a Year 5 task This will give the Town Boards a chance to review model bylaws and review the bylaws of surrounding municipalities
4.1.2		Add design standards and criteria as necessary to Town department regulations regarding construction site erosion control	Planning Board/ Conservation Commission/SWMT	Update Regulations	Review possible BMPs	The Conservation Commission reviewed possible BMPs Construction site erosion control, design standards, and BMPs are already incorporated into the NOI process	Develop Planning Board regulations with sanctions	Stormwater BMPs are implemented during the NOI process, but the NOI process is only for properties with wetlands impacts
4.1.3		Evaluate sanctions for enforcement of erosion and sediment controls	SWMT/Selectmen's Office	Develop goals, draft and final sanctions	Finalize sanctions for Town Bylaw and other Town Boards	Reviewed EPA, MACC and OAG models	Finalize Bylaw	The drafting of a Town Bylaw was revised to be a Year 5 task This will give the Town Boards a chance to review model bylaws and review the bylaws of surrounding municipalities
4.2.1	Site Plan Review Procedures	Implement pre-construction review of project storm water pollution prevention plan (SWPPP)	Planning Board/Conservation Commission	Identify and train staff	Train Staff	Conducted through NOI process	Identify and train staff	Conducted through NOI process
4.3.1	Site Inspection/ Enforcement Procedures	Conduct construction site inspections	Planning Board/ Conservation Commission/ DPW	Identify and train staff Review each project	Train Staff	Part time Building Inspector hired Con Com versed in stormwater BMPs DPW also conducts random inspections	Implement Inspections	
4.3.2		Develop a procedure for handling reports from the public of non-compliance	Storm Water Management Team	Development of procedure	Finalize procedure	The Town will handle any complaints on a case by case basis		There have not been any reports from the public When the Town does receive a compliant a procedure process will be reviewed
5.0 Post-Construction Storm Water Management in New Development and Redevelopment								
5.1.1	Regulatory Mechanism	Develop and implement bylaws regulating controls for post-construction runoff utilizing appropriate BMPs	Storm Water Management Team (SWMT)	Implement bylaws	Finalize Bylaws	Town is working toward developing Town Policies An infiltration policy was already adopted	Review effectiveness of policies and revise, if necessary	Goals were edited to work toward a series of Town policies instead of seeking approval for draft bylaws
5.2.1	Review BMP Designs	Pre-construction review for conformance with standards/regulations	Planning Board/ Conservation Commission	Review each project	Conduct Reviews	Pre construction and construction inspections of conformance with regulations and BMP practices are conducted by the Conservation Commission, Building Inspector and DPW	Conduct Reviews	
5.3.1	Site Inspection/ Enforcement Procedures	During construction inspect that BMPs are properly constructed	Planning Board/ Conservation Commission	Inspect each project	Conduct Inspections	Pre construction and construction inspections of conformance with regulations and BMP practices are conducted by the Conservation Commission, Building Inspector and DPW	Conduct Inspections	
5.3.2		Post-construction provide inspection to be assured that the BMPs O & M procedures have been followed	DPW	Identify and train staff Inspection as required	Train Staff	DPW, Planning, and Conservation Commission identified as primary inspectors	Implement Review	Staff was identified as the Conservation Commission Agent and training programs are being evaluated
5.4.1	O&M Procedures for Stormwater BMPs	Develop Procedures for Operation and Maintenance Requirements of Structural BMPs	Storm Water Management Team (SWMT)	Development of Procedures	Finalize procedures	Maynard relies on State and Federal O&M guidelines	Implement procedures	

MAYNARD, MASSACHUSETTS
NPDES PHASE II STORMWATER MANAGEMENT PLAN
YEAR 3 ANNUAL EVALUATION OF MINIMUM CONTROL MEASURES

	BMP Category in Notice of Intent (NOI)	BMP	Department Responsible for Implementing BMP	Measurable Goals	3rd Year Goals	Progress on Goal(s) - Year 3	4th Year Goals	Revisions or Additions
6.0 Pollution Prevention and Good Housekeeping for Municipal Operations								
6.1.1	Employee Training Program	Training On Spill Reporting and Response Protocols, Hazardous Materials Training, Pesticide and Fertilizer Application	DPW/Fire Dept	Conduct annual training	Implement Program	The Fire Dept is trained in hazardous waste spill response The Town does not utilize pesticides	Implement Program	
6.2.1	Stormwater Sewer System Operation and Maintenance	Storm sewer system and catch basin inspection program	DPW	Annual Inspection	Inspect catch basins/determine if cleaning frequency should be increased	An outside contractor is hired annually to track, clean and inspect structures for 100% of the catch basins	Inspect catch basins/determine if cleaning frequency should be increased	
6.2.2		Storm sewer system and catch basin cleaning program	DPW	Annual cleaning of catch basins		An outside contractor is hired annually to track, clean and inspect structures for 100% of the catch basins	Evaluate record keeping information for consideration option of increased cleaning	
6.2.3		Structural BMP inspection and maintenance program	DPW	Develop and implement record keeping Inspect all BMPs once per year	Inspect all structural BMPs once per year, clean as necessary	The DPW inspects the structural BMPS annually and after each major storm DPW replaced drain pipes, rebuilt headwalls, and rebuilt 15 catch basins	Inspect all structural BMPs once per year, clean as necessary	
6.3.1	Parks and Open Space	Fertilizer and pesticide application and management controls	DPW/FORESTRY	Annually summarize applications	Draft record keeping procedures	The DPW will create a spreadsheet to track the fertilizer applications and maintain the invoices	Finalize program and record keeping procedures	
6.4.1	Municipal Industrial Operations	Evaluate Operations at the Public Works Facility, transfer station, and the WWTF	DPW Consultant	Individual SWPPPs for each site	Implement 50 percent of Improvements	DPW will review individual SWPPP requirements		
6.4.2		Review maintenance and repair programs for municipal vehicles	DPW	Develop program controls and record keeping	Implement program controls and record keeping	A retention and sedimentation area was established around the public works facility to retain and treat runoff		
6.4.3		Review municipal vehicle washing controls	DPW	Develop program controls and record keeping	Implement program controls and record keeping	A retention and sedimentation area was established around the public works facility to retain and treat runoff		
6.4.4		Review Salt Storage Operations	DPW	Develop and implement program controls and record keeping	Implement program controls and record keeping	Program controls and record keeping goals were eliminated due to the fact that the entire salt operation was improved, so that every aspect is conducted under the cover of the salt shed		Program controls and record keeping goals were eliminated due to the fact that the entire salt operation was improved, so that every aspect is conducted under the cover of the salt shed
6.4.5		Review Fueling Operations	DPW	Develop and implement program controls and record keeping	Evaluate operations and make improvements	In 2004, the fuel lines were inspected and the DPW will review the results In 2000, the fuels tanks were replaced and sensors detect potential leaks or problems The sensing equipment is reviewed twice a year		In 2004, the fuel lines were inspected and the DPW will review the results In 2000, the fuels tanks were replaced and sensors detect potential leaks or problems The sensing equipment is reviewed twice a year
6.5.1	Municipal Roads	Street sweeping	DPW	Strengthen record tracking system Evaluate frequency in urban areas	Evaluate effectiveness of increasing frequency in urbanized areas with curbs	Street sweeping is conducted annually and as needed	Increase in areas as appropriate	Incorporate Vacuum Sweeping into project specifications